




City of Seattle

Seattle Police Department

DATE: March 7, 2011

TO: Director Fred Podesta
Department of Finance and Administrative Services

FROM: Chief John Diaz, 
Seattle Police Department

SUBJECT: 2011 Seattle Police Department WMBE Outreach Plan

Seattle Police Department's (SPD) 2010 WMBE utilization goals were 25% for Purchasing and 1.0% for Consulting. SPD's actual usage was 23.71% (\$2,717,666) for Purchasing and 2.98% (\$52,461) for Consulting. Challenges in meeting the 2010 purchasing goal resulted from the year-end purchase of Homeland Security Grant supplies and equipment for which no WMBE vendors have been identified.

SPD's Goals for 2011 is 20% for Purchasing and 3% for Consultant Contracts. Based on anticipated expenditures of more than \$5,000,000 in 2011 for Homeland Security Grants and Port Security Grants for which few, if any vendors have been identified as WMBE, we believe both the Purchasing and Consultant Contract aspirational goals will be a challenge.

SPD will continue to make every effort to utilize WMBE firms to the greatest extent possible in both purchasing and consultant activity. Our 2011 Outreach Plan is attached.

JD:VDA:lt

Attachment: 2011 Seattle Police Department Outreach Plan



Seattle Police Department, 610 Fifth Avenue, PO Box 34986, Seattle, WA 98124-4986

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2011 SEATTLE POLICE DEPARTMENT OUTREACH PLAN

Department Representative: Valarie Anderson
Representative Phone # (206)733-9315

2011 Goals

Seattle Police Department's (SPD) 2010 WMBE utilization goals were 25% for Purchasing and 1.0% for Consulting. SPD's actual 2010 WMBE usage was 23.71% (\$2,717,666) for Purchasing and 2.98% (\$52,461) for Consulting. Challenges in meeting the 2010 purchasing goals resulted from the year-end purchase of Homeland Security Grant supplies and equipment for which no WMBE vendors have been identified.

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SPD will undertake the following strategies to meet or exceed the aspirational goal of 20% for Purchasing and 3% for Consultant Contracts:

1. Attend monthly Contracting Equity Interdepartmental Team (IDT) meetings hosted by Finance and Administrative Services (FAS).
2. SPD's Fiscal staff will review all Direct Voucher and Blanket Contract vendors used on a regular basis to determine if WMBE vendors exists. Information about the availability of WMBE vendors will be provided to SPD's end users to obtain quotes for equipment, services and supplies.
3. Arrange "one on one" meetings with SPD's Information Technology staff and Technology related vendors to identify potential opportunities for WMBE vendors to compete for services.
4. Continue to review and route appropriate centralized purchase requests to SPD purchasing staff to identify and obtain quotes from at least one WMBE vendor for direct voucher purchases.
5. Continue to send letters to identified WMBE vendors utilized to encourage registration with the City's VCR program.
6. Insure that appropriate Summit account coding is used when paying other governmental and non-profit agencies.

7. SPD will require three quotes for Consultants services. One quote must include a WMBE vendor identified from the City's Consultant Roster.
8. SPD will update its internal Consultant Manual to incorporate the procedures related to the Mayor's Consultant Inclusion Plan.

Training

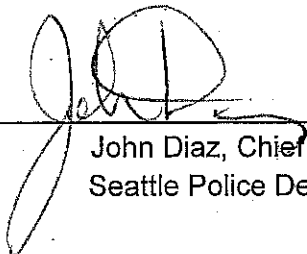
1. Identify SPD departmental staff who regularly makes purchasing and contracting decisions about service and supplies, then work in coordination with the City's Purchasing Contracting Services Division and Office of Civil Rights to provide an overview of the Race and Social Justice Contracting Equity Initiative, it's importance, and how to use the VCR tool to search for WMBE vendors. Conduct one training session in the spring.

Outreach Events

1. Attend monthly TABOR 100 citywide meetings, the City Annual Trade Show, and other regional forums to identify potential WMBE vendors to provide equipment, services and supplies. Refer potential vendors to SPD staff to contact WMBE vendors for quotes.
2. SPD representatives will attend Regional Contracting Forum on March 30, 2011.
3. SPD representatives will attend City Annual Trade Show in July 2011.
4. Provide list of SPD's common commodities to Community Outreach Program Manager for dissemination to SPD's ten advisory councils.
5. Provide list of common commodities used in SPD to NW Minority Development Council to obtain assistance in identifying WMBE vendors.

Consultant Inclusion Plan

1. SPD annual usage of Consultants is less than thirty and the value of contracts rarely exceeds 260,000. All Consultant Contracts are routed centrally, therefore, we can insure departmental adherence to the Mayor's recommended Consultant Inclusion Plan.



John Diaz, Chief of Police
Seattle Police Department